



ARIZONA DEPARTMENT OF ECONOMIC SECURITY UNEMPLOYMENT INSURANCE

EMPLOYER NEWSLETTER – May 2000

WE KNOW WHO YOU ARE!

All employers with more than 25 employees, listen up! UI Tax wants **you**...to use magnetic media to report wage detail.

What's in it for me, you might ask.

- Magnetic media reporting **saves** you **time**. Much of the information remains the same from quarter to quarter. You make fewer entries, produce your reports faster and with less effort.
- Magnetic media reporting is **easier**. In most situations today, all the information needed for wage detail reporting is already contained in existing computer files. Data can be extracted from these files with little or no new manual entries.
- Magnetic media reporting can avoid common errors in manually prepared reports. Processing errors can be avoided. There are **fewer errors**.
- Fewer errors mean more consistent state records. There is **less delay** in processing claims, and State requests for more information can be avoided.
- When you supply information on magnetic media using the Federal Format, the **data can often be accessed** for producing other federal reports.
- Some formats are **acceptable in more than one state**. The Federal format and the ICESA format are used nationwide.
- **Mailing costs** are significantly **lower**. Compare the cost of mailing hundreds of pages of wage data to the cost of mailing a diskette.

It just make good cents (pun intended) to use magnetic media reporting no matter what size employer you are! Do we have a deal for you! So...why don't you call us up sometime? Tom Berry wants to talk with you about magnetic media reporting. His number is (602) 248-9354 Ext. 1419. If e-mail is your choice, his address is uit.accounting@mail.de.state.az.us

Remember, Tom wants **you**!

TIMELINESS IS CRUCIAL

When you realize that the late filing of an Unemployment Tax and Wage Report will generate penalties ranging from a minimum of \$35 to a maximum of \$200, it becomes clear that timeliness in submitting quarterly reports is essential.

BENEFIT CHARGES & YOUR FUTURE TAX RATE

When a former employee files for unemployment benefits and your unemployment insurance account is charged, the result could be an increase in your tax rate.

After a worker files a claim, a Notice to Employer (Form UB-110) is sent explaining your former employee has filed for benefits. If the claimant separated from employment for any reason other than a lack of work (layoff), the Notice provides an opportunity to protest charges to your account. Relief from charges does not apply to non-profits and governmental agencies choosing to make reimbursement payments rather than pay taxes.

You must complete and return this Notice within 10 working days to protest the payment of benefits and charges to your account. If you do not return the form and the claimant is found eligible for benefits, your account will be charged and no further appeal rights will be provided.

EMPLOYERS: GOT FIVE MINUTES?

Then you have time for **New Hire Reporting**.

All Arizona employers are required by law to report all new employees to the Arizona New Hire Reporting Center. This information is used to help collect child support through income withholding. Contact the Arizona New Hire Reporting Center to find out how to meet the requirement and help kids receive the support they need.

Arizona New Hire Reporting Center
P.O. Box 25638
Phoenix, AZ 85002-5638
Customer Contact Line: 602-340-0555
Toll Free Customer Line: 1-888-282-2064
Fax Line: 602-340-0669
Toll Free Fax: 1-888-282-0502
www.az-newhire.com

NEW UNIT E-MAIL ADDRESSES

Something new has been added to the "Where to Call With Unemployment Tax Questions" section of the Newsletter.

Each unit within the Unemployment Tax Section now has its own e-mail address. When you have specific questions concerning your account, you may now address them to the most appropriate unit by phone **or** e-mail.

General questions concerning Unemployment Insurance Tax laws, rules, regulations or UI Tax Administration can be referred to the UI Tax Program Specialist at vowd0004@de.state.az.us.

REPORTING TAX & WAGE INFORMATION

The Employer Accounting Unit is seeing two main problems as they receive Unemployment Tax and Wage Reports (UC-018).

The first problem involves receiving photocopies of the original, bar-coded report. These reports must be processed and scanned by hand, a much more time consuming and error prone method. Please return only the **ORIGINAL BAR-CODED** forms sent to you when reporting quarterly wage and tax information.

The second problem concerns incorrect information in the *Section A – Number of Employees* portion of the Report. This section asks for the **NUMBER** of full and part-time covered workers who worked during or received pay subject to UI Taxes for the payroll period which includes the 12th of the month. The months of the quarter are designated. This section is **NOT** for reporting wages or taxes, only **NUMBERS** of covered workers.

If you have any questions about reporting taxes and wages, please contact the Employer Accounting Unit at (602) 248-9354 or by e-mail at uit.accounting@mail.de.state.az.us.

OVERPAY YOUR UNEMPLOYMENT TAXES?

Did you overpay your taxes? The Unemployment Tax Section receives many overpayments each quarter due to miscalculations, decimal errors and using incorrect tax rates.

The Employer Accounting Unit has two, hard-working technicians who devote all of their time to processing refunds as quickly as possible. If you have mistakenly overpaid your unemployment taxes

and you have any questions regarding overpayments or refunds, please call the Employer Accounting Unit at (602) 248-9354 and ask for the Refund Desk.

EMPLOYERS EARN FEDERAL TAX CREDIT

Employers can earn federal tax credits by participating in the Work Opportunity & Welfare To Work Tax Credit programs.

The purpose of these programs is to further the partnership between the Employment System, the Training System and the Private Sector in dealing with problems of the disadvantaged and the unemployed. The programs are designed to help people move from economic dependency to self-sufficiency by encouraging employers to hire new employees from among nine target groups.

For more information about these programs, contact the Special Programs Unit of the Arizona Employment Security Administration at (602) 542-0398.

WHAT A SITE!

Employers, would you like to have your employment opportunities listed on the number one job-posting site on the Internet? The most accessed of over 28,000 listing sites, averaging more than 2.5 million "hits" per day, is the America's Job Bank (AJB).

The AJB computerized network provides employers with rapid, national exposure for job openings and an easily accessible pool of candidates. In addition to the Internet, the job openings and resumes found in AJB are available on computer systems in public libraries, colleges and universities, high schools, shopping malls, transition offices on military bases worldwide and other places of public access. The resumes listed on AJB provide candidates with a wide range of skills and experience in all types of avocations. Recently, there were more than 1.95 million available job seekers with resumes posted on the site.

Services provided by AJB and Arizona's Employment Service program are funded through FUTA taxes paid by employers.

There are no additional fees to either employers who list their job vacancies or to jobseekers who utilize AJB to locate employment.

The site is easy to access at www.ajb.org and is very user friendly. It is available 24 hours a day, 7 days a week from any computer with Internet service. Check the "About Employer Services" and the "Employer FAQ's" links.

WEB SITE CHANGES EFFECTIVE MAY 1

Beginning May 1, 2000, the Arizona Employment Security Administration web site, www.de.state.az.us/links/esa, will begin offering the ability to access a variety of Unemployment Insurance Benefit and Tax forms. The forms will be presented in Portable Document Format (PDF), and many will be interactive. Employers will have the opportunity to complete most of the forms on the computer, download and print them, and mail or fax them to the appropriate Unemployment Insurance office. New items will be added to the web site as quickly as possible.

Keep looking for announcements of new developments in upcoming issues of the Employer Newsletter.

WHERE TO CALL WITH UNEMPLOYMENT TAX QUESTIONS

Employer Accounting Unit: (602) 248-9354
Fax: (602) 650-1451
uit.accounting@mail.de.state.az.us
Unemployment Insurance Tax and Wage Report (UC-018)

Employer Status Unit: (602) 248-9396

Fax: (602) 650-1298

uit.status@mail.de.state.az.us

Registration of new employers or acquisition of existing business
(UC-001); Changes to existing accounts (UC-514)

Experience Rating Unit: (602) 248-9101

Fax: (602) 277-3404

uit.experience@mail.de.state.az.us

Determination of UI Tax Rate for Calendar Year (UC-603) and Notice of Benefit Charges (UC-602)

Collections Unit: (602) 248-9354

Fax: (602) 277-3351

uit.collections@mail.de.state.az.us

Past due payments; Payment scheduling; and Lien or Levy Information

| Field Audit Offices | Phone Number | FAX Number |
|---------------------|----------------|----------------|
| Phoenix West: | (602) 254-8990 | (602) 254-9273 |
| Phoenix East: | (602) 952-1815 | (602) 952-1758 |
| Glendale: | (602) 371-0590 | (602) 371-1053 |
| Mesa: | (480) 345-1573 | (480) 345-8783 |
| Tucson: | (520) 628-6820 | (520) 628-6826 |
| Flagstaff: | (520) 779-3601 | (520) 774-9530 |
| Lake Havasu: | (520) 855-5178 | (520) 855-7564 |
| Prescott: | (520) 778-4121 | (520) 771-9498 |
| Show Low: | (520) 537-4930 | (520) 537-2310 |
| Sierra Vista: | (520) 459-2491 | (520) 452-9028 |
| Yuma: | (520) 783-8859 | (520) 783-4716 |

Equal Opportunity Employer/Program

This document available in alternative formats by contacting the UI Tax office.